

***ONSTED COMMUNITY SCHOOLS  
EMPLOYEE HANDBOOK***

**OUR VISION**

**Inspire - Challenge - Prepare**

**Every Person**

**Every Day**



**The Mission of Onsted Community Schools is to ensure individual growth and an excellent learning experience to foster active and creative minds, with compassion for others and courage to be leaders in a diverse global community.**

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## CONTACTS

### Board Office Staff

Steve Head	Superintendent	1103
Anita Strong	Business Manager (Employment, Unemployment, Budget, Worker's Comp, Benefits, Payroll)	1105
Brenda Hubbard	Accounting Assistant (Accounts Payable)	1104
Beth Boughton	Administrative Assistant (Human Resources, Teacher Certification, Board of Education Meetings, CEPI/MDE)	1102
Karen Springer	Transportation/Facilities Administrative Assistant (Transportation, Newsletter, Facility Use, Key Requests)	1101
Sheryl Costelli	Copy Room Technician (Copy Work, Mail)	1106
Lisa Cunningham	Payroll (Adrian Office)	264-6654

Board Office Hours: 8:00 a.m. - 4:00 p.m.

## COPY WORK

The main office in each building has a copy machine that can be used for small amounts of copy work. Check with your building Administrative Assistant as to the stipulations for using these machines. For large quantities of copy work, there is a copy room located in the Board Office that is equipped with large copy machines. Copy work request forms can be found in the main offices. Attach one of these requests to your copy work and leave it in the office for pick up. Please remember to date your copy work requests. Copy work also can be emailed to Sheryl at [costelli.s@onstedschools.us](mailto:costelli.s@onstedschools.us). Allow **two** days between the submitting date and the required date. Do not count weekends or holidays, please. Do not send in more than two days of assignments at one time unless you allow more time for completion. In order to accommodate everyone's needs, please give more leeway on long jobs.

## MAIL

The mailroom is located at the Board Office. Mail is delivered from the post office, sorted and distributed to the buildings. The main office in each building has an area where incoming mail can be picked up and outgoing mail can be left. Inter-office mail is shuttled between buildings.

## **ON-THE-JOB INJURIES AND WORKER'S COMPENSATION**

We are committed to providing a safe working environment for all employees. Accident and injury prevention are our main goal, but if you are injured on the job, we want to make sure you receive the care needed to get well again.

We have partnered with Worksphere at 5449 Occidental Hwy., Tecumseh MI to ensure quality medical treatment and a smooth process for worker's compensation claims. Medical treatment outside of Worksphere may NOT be eligible for compensation under the State's Worker's Compensation law. Please note that after-hours treatment may also be obtained at the Med Plus Walk-In Clinic at 212 South Main, Brooklyn MI.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

### **WHEN AN EMPLOYEE IS INJURED:**

- . Employee reports accident to immediate supervisor.
- . If it's not an emergency, employee immediately completes an Employee Report of Injury Form and sees an onsite nurse, if available. (Copy attached.)
- . Supervisor immediately faxes/emails the employee report form to Debara McGee at the Board Office. Within 24 hours, the supervisor should also submit a General Liability Incident/Accident Report Instructions Form. (Copy attached.)
- . Debara McGee will provide the employee with a signed initial authorization to treat form. Employees MUST take this form to Worksphere for initial treatment.
- . After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.
- . Worksphere will work with our worker's compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.
- . Debara McGee will work with employee's supervisor on restricted work options.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Debara McGee at 467-2173 extension 1105.

Once again, we are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.



# AUTO INCIDENT REPORT

The Auto Incident Report form should be completed in its entirety for all accidents involving the collision of the insured vehicle with another vehicle or object.

**MEMBER**

DISTRICT NAME \_\_\_\_\_

DRIVER \_\_\_\_\_ PHONE \_\_\_\_\_

YEAR/MAKE/MODEL \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER (VIN) \_\_\_\_\_

DAMAGE \_\_\_\_\_

WHERE CAN VEHICLE BE SEEN \_\_\_\_\_

**ACCIDENT**

DATE \_\_\_\_\_ TIME  A.M.  P.M. LOCATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Description of accident: \_\_\_\_\_

Was car parked and unattended?  YES  NO Reported to police?  YES  NO To whom? \_\_\_\_\_

Report number: \_\_\_\_\_ Citation issued?  YES  NO If yes, to whom? \_\_\_\_\_

**OTHER PARTY**

OWNER \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

DRIVER \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

YEAR/MAKE/MODEL \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER (VIN) \_\_\_\_\_

DAMAGE \_\_\_\_\_

**INJURED**

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Nature of injury: \_\_\_\_\_

Check one:  INSURED VEHICLE  CLAIMANT VEHICLE  PEDESTRIAN

Taken by ambulance?  YES  NO Where? \_\_\_\_\_

**WITNESS**

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

REPORT PREPARED BY: \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ DATE \_\_\_\_\_



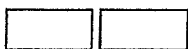
# AUTO INCIDENT REPORT

Complete this diagram only if accident occurs on private property (ex. parking lot, school property).

Indicate on diagram what happened.

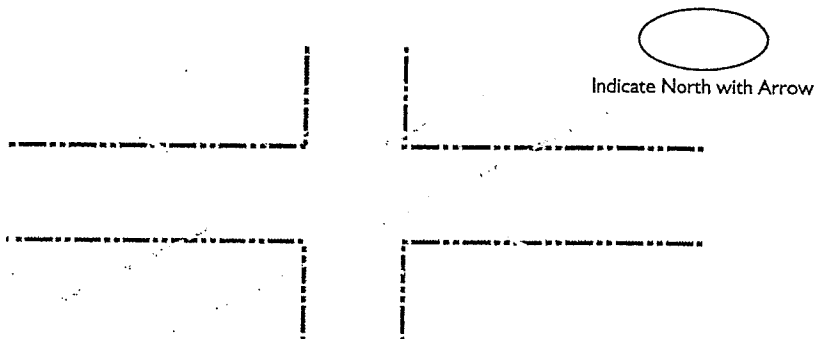
1. Draw heavy lines to show streets
2. Name streets
3. Draw arrow pointing north
4. Show vehicles and pedestrians thus:

Vehicles



Pedestrians ○

5. Show angle of collision



## WHAT TO DO IN CASE OF AN ACCIDENT

Complete both pages of this report at the scene of the accident and submit it to your school business or transportation office. In case of a severe accident, telephone your office at once.

**NOTE: When submitting an Auto Incident Report, include a police report and 2 estimates of damage.**

Should you have any questions, please contact your Property/Casualty Claim Department at 800-292-5421.

## WHAT TO DO IN THE EVENT OF AN ACCIDENT

- Secure vehicle and passenger(s)
- Notify proper authorities (i.e. police and fire departments if necessary)
- Notify appropriate district personnel
- Do not admit fault/liability
- Take photos of accident scene
- Create a list of passengers in the vehicle and submit with claim at the time of accident

## AUTOMOBILE LIABILITY

**Any claim involving bodily injury should be reported to the Pool as soon as possible.**

Claims Contact: Jesse Melot  
 Phone: (800) 292-5421 ext. 611 or (517) 816-1611  
 Fax: (517) 482-0800  
 Email: [pcclaims@setseg.org](mailto:pcclaims@setseg.org)  
 Mail: MASB-SEG Property/Casualty Pool, 415 W. Kalamazoo St., Lansing, MI 48933



# GENERAL LIABILITY INCIDENT/ACCIDENT REPORT INSTRUCTIONS

## GENERAL INFORMATION

MEMBER NAME \_\_\_\_\_ BUILDING NAME \_\_\_\_\_

DATE OF INCIDENT/ACCIDENT \_\_\_\_\_ TIME  A.M.  P.M.

NAME OF INJURED \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Is injured:  STUDENT  EMPLOYEE  VISITOR  VOLUNTEER  CONTRACTOR  CONTRACTED EMPLOYEE

DATE OF BIRTH \_\_\_\_\_ PARENT NAME \_\_\_\_\_

ADDRESS OF INJURED/PARENT \_\_\_\_\_

HOME PHONE OF INJURED/PARENT \_\_\_\_\_ OFFICE PHONE OF INJURED/PARENT \_\_\_\_\_

## INSURANCE INFORMATION

Is the person covered by any other health care coverage (including coverage under parents/guardians plan)?  YES  NO

If no, sign here: \_\_\_\_\_

NAME OF HEALTH CARE COVERAGE/PLAN \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

POLICY/CONTRACT NUMBER \_\_\_\_\_ GROUP NUMBER \_\_\_\_\_ GUARANTOR NAME \_\_\_\_\_

Location of accident:  SCHOOL BLDG.  SCHOOL GROUNDS  SCHOOL BUS  TO/FROM SCHOOL  OTHER Describe: \_\_\_\_\_

Place of accident:  CLASSROOM  GYM  SHOP  HALLWAY/STAIRWAY  PLAYGROUND  
 PARKING LOT  SPORTING EVENT/PRACTICE  OTHER Describe: \_\_\_\_\_

Describe incident/accident: \_\_\_\_\_

WITNESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

NATURE OF INJURY \_\_\_\_\_

Was medical treatment sought?  YES  NO Where? \_\_\_\_\_

If hospital, was ambulance called?  YES  NO Ambulance company: \_\_\_\_\_

Additional remarks: \_\_\_\_\_

REPORT PREPARED BY \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ DATE \_\_\_\_\_



## GENERAL LIABILITY INCIDENT/ACCIDENT REPORT INSTRUCTIONS

Complete this form for all incidents/accidents that you become aware of, even if a claim is not being presented at the time of the occurrence. Examples of when this form should be completed include, but are not limited to, the following:

- Student altercations.
- Incidents/accidents arising out of sporting events.
- Incidents/accidents arising out of shop, gym, swimming, chemistry, etc.
- Any incident involving physical restraint of a student by a school employee.
- Any incident/accident involving member's transportation services resulting in an injury to an individual, i.e, student entering, leaving or riding in the vehicle.
- Any incident/accident involving children crossing streets while approaching or leaving school grounds, including incidents when crossing guard is present.
- Any allegation by a student involving molestation, bullying or harassment by another student or employee.
- Any visitor/volunteer injury and contractor injuries.



# EMPLOYEE'S REPORT OF INJURY

## PERSONAL INFORMATION

NAME \_\_\_\_\_ CLAIM # \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Gender:  MALE  FEMALE

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

OCCUPATION \_\_\_\_\_ EMPLOYER \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_

NUMBER OF DAYS PER WEEK \_\_\_\_\_ NUMBER OF HOURS PER DAY \_\_\_\_\_ NORMAL DAYS OFF \_\_\_\_\_

LENGTH OF EMPLOYMENT \_\_\_\_\_ WAGES (HOURLY RATE OF PAY) \_\_\_\_\_

## INJURY INFORMATION

DATE OF INJURY \_\_\_\_\_ TIME \_\_\_\_\_ DATE INJURY REPORTED \_\_\_\_\_

Accident reported to: \_\_\_\_\_ By (name): \_\_\_\_\_

Who witnessed accident (name & address for each person listed)? \_\_\_\_\_

Describe fully how injury happened (continue on back if necessary): \_\_\_\_\_

What part(s) of your body was injured? \_\_\_\_\_

Did you stop work as a result of your accident?  YES  NO When: \_\_\_\_\_

Was your pay continued during any part of your disability?  YES  NO

If so, for what period? \_\_\_\_\_ Last day for which you were paid? \_\_\_\_\_

If not working, date you expect to return to work? \_\_\_\_\_ If you did return to work, list date? \_\_\_\_\_

From whom did you receive first medical treatment (list date)? \_\_\_\_\_

Are you still under medical treatment? \_\_\_\_\_ How often do you receive treatment? \_\_\_\_\_

NAME OF DOCTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

## SIGNATURE

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ CLAIM # \_\_\_\_\_

## **PAYROLL-PERSONNEL**

If any of your personal information changes - name, address, phone number, marital status, etc. - complete a Payroll Change Notice (use the attached form) and forward to the Board Office immediately. A name change cannot be completed until a copy of your new social security card is turned in to the Board Office. All payroll changes must be submitted in writing on a Payroll Change Notice.

For certified staff, if there is any change in your certification or degree status, it is your responsibility to notify Beth Boughton at the Board Office. Beth is a notary public and can notarize your teaching certificates, as well as other documents.

If your position includes benefits, insurance change forms can be obtained from Anita Strong at the Business Office.

If you need to change your filing status or your number of exemptions for taxes, W-4 forms are available from Anita Strong in the Business Office.

If you ever find it necessary to terminate your employment at Onsted Community Schools, a letter of resignation must be submitted to the Board Office.

***Reasonable Assurance*** – **Because of numerous breaks built into the school calendar, you are given a reasonable assurance of continued employment in the same or similar capacity with this school district at the completion of summer break, inclusive of any subsequent recess/breaks during the school year.**

Pay periods are two weeks long. Every other Friday wages are directly deposited in your bank of choice. If you need to change the direct deposit, use the attached form. We can direct deposit to **any financial institution.**

To view your payroll information, please go to the school website [www.onstedschools.us](http://www.onstedschools.us) . Under the Business Office page, there is a Department Link 'Employee Web Access' along with directions on how to view your payroll information including accruals/attendance, payroll history/statement of earnings, and W2. Please contact Anita Strong if you need assistance with login.

## **HIPAA**

All individuals covered by the Onsted School District's Health Plan: Please be advised that a copy of the HIPAA Notice of Privacy Practices is available upon request by contacting Debara McGee in the Board Office.

# Payroll Change Notice

Date \_\_\_\_\_ I.D. # \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Classification \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Shift \_\_\_\_\_

Check appropriate box:

- Enter On Payroll
- Change Rate
- Remove From Payroll
- Change Title / Classification to: \_\_\_\_\_
- Change status to:  Full Time  Part Time  Temporary
- Leave of Absence Paid?  Yes  No  Return Date of return to work \_\_\_\_\_
- Address / Information Change: \_\_\_\_\_
- Transfer to: (Department) \_\_\_\_\_
- Change Shift to: \_\_\_\_\_
- Change Withholding Rate (complete new W-4 form)

Date Effective  Hour

Old Rate: \_\_\_\_\_ Per \_\_\_\_\_

New Rate:  Per

Date of Last Payroll Change \_\_\_\_\_

### Reason for Payroll Change

- Merit Increase
- Promotion
- See Performance Appraisal
- Other \_\_\_\_\_
- New Employee

### Reason for Termination: (Please complete Exit Interview form)

- Voluntary
- Laid Off
- Discharged
- Other

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### **TAX-SHELTERED ANNUITIES (TSA)**

If you would like to have a portion of your wages put into a tax-sheltered annuity, an approved list of annuity companies is available in the Business Office. A Salary Reduction Agreement must be filled out and turned in to the Business Office. The form will be in effect until you submit an amended form. All changes to your annuity must be done through your annuity agent. The above-mentioned form needs to be filled out for all changes. If you have more than one TSA, they should be combined on a worksheet and listed separately on one salary reduction agreement. The worksheet will allow us to monitor your contributions and prevent contributions in excess of IRS guidelines.

In general, participants in 403(b) tax-deferred annuity contracts may not contribute more than 20% of their annual compensation, up to \$18,000 per year. If the employee has been employed by the current employer for more than 15 years, he/she could possibly contribute up to \$24,000. If you want to contribute more than the amounts determined, you may be eligible for special catch-up provisions. Check with your tax advisor.

# Comparison of 457(b) Plans to 403(b) Plans



Features	457(b) Governmental Plans	403(b) Plans
Contribution Limits & Coordination of Contribution limits	* \$18,000 maximum contribution plus catch-up options * 457 limits no longer reduced by 403(b) contributions	* \$18,000 maximum contribution plus catch-up options * 403(b) limits no longer reduced by 457 contributions <sup>1</sup>
Early Withdrawal Penalty Tax	None - (normal income tax only) <sup>2</sup>	10% early withdrawal federal penalty tax may apply under age 59½, plus normal income tax
Employer Control	Employer responsible for administration	Employer responsible for administration
Eligibility Rules	No discrimination rules apply - employer defines and limits eligibility	Discrimination rules apply—deferrals available to all eligible employees (contributing > \$200/year)
Age 50 Catch-Up Option	Total of \$6,000 for all 457 plans of the same employer (not available if special catch-up option used)	Total of \$6,000 for all retirement plans of same employer (other than 457), even if special catch-up option used
Special Catch-Up Option (If Permitted By Plan)	Three years prior to normal retirement age allows the lesser of: * Two times current year's normal contribution limit; or * Underutilized limits from past years.	Fifteen years of service option increases limit by the lesser of: * \$3,000; * \$15,000 less additional limit used in past years; or * Excess of \$5,000 times years of service less past elective deferrals.
Purchase Transfer to SRS Service	Available	Available
Distribution Restrictions	Funds cannot be distributed until: * Age 70½ ; * Severance from Employment; * Disability; * Death; or * Unforeseeable emergency.	Funds cannot be distributed until: * Age 59½, * Severance from employment; * Disability; * Death; or * Financial hardship.
Portability of Plan Funds After Qualifying Event (Plan Restrictions May Apply)	Funds may be rolled over to: * Another 457(b) Governmental * 403(b)TSA * IRA (Traditional, SEP) * 401(a) Plan (Pension, Profit Sharing, 401(k), STRS)	Funds may be rolled over to: * Another 403(b) * 457(b) Governmental * IRA (Traditional, SEP) * 401(a) Plan (Pension, Profit Sharing, 401(k), STRS)
Financial Need Distribution (Hardship/Unforeseeable Emergency Withdrawals)	Contribution and earnings may be distributed to the extent required for an unforeseeable emergency beyond control of participant, such as: * Medical care; * Casualty loss; or * Payments needed prevent eviction from foreclosure on home.	Contributions (but not earnings) may be distributed to extent required for a financial hardship even if foreseeable and voluntary, such as: * Medical care; * Payments needed to prevent eviction from or foreclosure on home; * Payment of tuition; or * Purchase of a home.
Loans	Permitted, with loans from all qualified plans limited to the lesser of: * \$50,000; or * One half of vested benefits (or \$10,000, if greater)	Permitted with loans from all qualified plans limited to the lesser of: * \$50,000; or * One half of vested benefits (or \$10,000, if greater)
Required Minimum Distributions	RMD rules apply at age 70½ or later, severance from service, and also after death.	RMD rules apply at age 70½ or later, severance from service, and also after death.

Figures reflect 2015 contribution limits.

<sup>1</sup> Reduced by elective deferrals to 401(k) plans, SEP plans or SIMPLE plans. <sup>2</sup> Unless attributable to rollover from another type of retirement plan.



2018

PLAN SUMMARY INFORMATION

## Onsted Community Schools, MI

### 403(b) Plan and 457(b) Deferred Compensation Plan

The 403(b) and 457(b) Plans are valuable retirement savings options available through Onsted Community Schools, MI. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) and 457(b) Plans.

Plan administration services for the 403(b) and 457(b) plans are provided by TSA Consulting Group, Inc. (TSACG). Visit the TSACG website ([tsacg.com](http://tsacg.com)) for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, 403(b) and/or 457(b) loans, and rollovers.

#### Eligibility

All employees are eligible to participate in the 403(b) and 457(b) plans immediately upon employment, however, private contractors, appointed/elected trustees and/or school board members and student workers are not eligible to participate in the 403(b) Plan. Employees may make voluntary elective deferrals to both the 403(b) and 457(b) plans. Participants are fully vested in their contributions and earnings at all times.

#### Employee Contributions

##### Traditional 403(b) and 457(b)

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) and/or 457(b) account(s) up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Contributions to the participant's 403(b) or 457(b) accounts are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

##### Roth 403(b)

Contributions made to a Roth 403(b) account are after-tax deductions from your paycheck. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth 403(b) accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

### The 2018 Basic Contribution Limit for each plan is \$18,500.

Additional provision allowed if selected by the employer:

#### The Service-Based Catch Up Amount

The 403(b) special catch-up provision allows participants to make additional contributions of up to \$3,000 to the 403(b) account if, as of the preceding calendar year, the participant has completed 15 or more full years of employment with the current employer, not averaged over \$5,000 per year in annual contributions, and has not utilized catch-up contributions in excess of the aggregate of \$15,000. For a detailed explanation of this provision, please visit <https://www.tsacg.com>.

#### Age-Based Amount

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$6,000 to the 403(b) and/or 457(b) accounts.

#### Enrollment

Employees who wish to enroll in the 403(b) and/or 457(b) plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and/or a deferred compensation enrollment form and any disclosure forms must be completed and submitted to the employer. These forms authorize the employer to withhold 403(b) and/or 457(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. A SRA form and/or a deferred compensation enrollment form must be completed to start, stop or modify contributions to 403(b) and/or 457(b) accounts. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

Please note: The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available on the Internet at [www.tsacg.com](http://www.tsacg.com).

# Onsted Community Schools, MI 403(b) Salary Reduction & Allocation Agreement



- Check if new participant
- Check if change to existing allocations

**Catch-up contribution eligibility**

- I will be age 50 or older this calendar year.
- I will have completed 15 years of service with the Employer this calendar year.

## Employee Information

Name \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ SSN \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Date of Hire \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_ E-mail \_\_\_\_\_  
 Employer Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

## Salary Reduction

Subject to the annual contribution limits and other requirements of the 403(b) Plan of the Employer, I authorize the Employer to reduce my cash compensation in exchange for the prompt payment of an equal amount for deposit to a qualified annuity contract or custodial account as a salary reduction contribution under the Plan. The amount of such reduction and payment shall be as follows: \$ \_\_\_\_\_ per pay period. **This salary reduction agreement will supercede all previous 403(b) salary reduction elections under the Plan.**

## Allocation of Contributions

Please indicate ALL of the annuity contracts or custodial accounts to which salary reduction contributions should be allocated. **Allocations listed below will supersede all previous allocations for salary reduction contributions.** Allocations will be satisfied in the order listed below with any excess remaining allocated to the last account listed. Allocations may only be made to an annuity contract or custodial account that is approved for use with the Plan.

### Provider and Allocation Information

Product Provider Name	Address for Premium Remittance	EE or ER Contribution	Policy Number	Amounts
				\$
				\$
				\$
				\$
<i>(Total includes EE salary deferrals and ER contributions)</i> Total per Pay Period				\$

## Effective Date and Duration

The Salary Reduction and Allocation Agreement shall take effect:

- As soon as permitted under the Plan and as soon as administratively feasible; or
- Not before \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_.

This agreement will remain in effect as long as I remain an eligible employee under the Plan, or until I provide the Employer with a written request to end my salary reduction contributions or submit a new Salary Reduction and Allocation Agreement, as permitted under the Plan.

## Designation of Beneficiary

The beneficiary for each annuity contract or certified account to which contributions are allocated shall be determined in accordance with the terms of that specific contract or account.

## Release of Liability

The Employee agrees that the Employer and its agents shall have no liability whatsoever for any and all losses suffered by me with regard to my selection of the annuity and/or custodial account, its terms, the selection of the insurance company, custodian, or regulated investment company, the financial condition, operation of or benefits provided by said insurance company, custodian, or regulated investment company, or my selection and purchase of shares of regulated investment companies.

Employee Signature

Date (mm/dd/yyyy)

Employee Name (Please Print)

Financial Professional Name

Phone

E-mail

Employer Authorized Signature (if required)

Date (mm/dd/yyyy)

## **PURCHASE ORDERS**

Whenever you request payment for school-related purchases, you must have an approved purchase order first. All purchase orders must be filled out completely in order to expedite processing.

### **General Fund**

General Fund purchase orders are used for:

- Ordering supplies and equipment.
- Paying non-employees for contracted services.
- Request to make a purchase and be reimbursed.

All purchases must have prior approval by an administrator before reimbursement will be issued.

Please note: Sales tax will not be reimbursed. Please use tax-exempt number 38-6002281.

### **Internal Account**

Internal Account purchase orders are used for:

- Clubs, classes, organizations.
- Items not directly related to instruction.
- Reimbursing the general fund for anything your building principal has agreed to pay for.

All items ordered from the internal accounts are taxable.



HERE'S HOW TO FILL OUT A PURCHASE ORDER  
FOR GENERAL FUNDS OR INTERNAL ACCOUNTS

The following lettered areas need to be filled out by you. See the attached example for corresponding letters. Please print legibly. (Note the attached is a sample of the 3-ply form.)

- A. Name of person initiating purchase order; date purchase order is being initiated.
- B. Ordering Information: Complete name of vendor, address, city/state, telephone, and fax number. If you know this is a vendor we have used in the past, you only have to fill in the name of the vendor (the rest of the information is in the system).
- C. Quantity: Fill in the quantity you want.
- D. Unit of Measure: Please fill in "each, dozen, gross, etc."
- E. Item Number: Please refer to the catalog for the item number. If there is no item number, leave this space blank. USE A CURRENT CATALOG.
- F. Please enter the complete description of the item you are ordering.
- G. Enter the price per unit (i.e., \$1.00 each, \$5.00 per dozen, etc.)
- H. Enter the total amount for each item you are ordering.
- I. Enter the subtotal of the entire Purchase Order.
- J. Add any shipping charges. Consult your catalog for this information. Some companies offer free shipping if you order a specific amount. If this is the case, write "free" in this space. **If you are unable to determine the shipping charge, add 10% of the total order.**
- K. Enter the total amount of your order. This is the amount your account will be charged.
- L. This is where you enter your account number. If you do not know your account number, each Administrative Assistant has a list and they will enter it.
- M. Please note on the bottom of the Purchase Order any special instructions for paying the invoice, e.g. if payment is to come out of a grant or a certain budget, if the order is to be prepaid, etc.
- N. Your supervisor **must** approve the Purchase Order Request before it can be processed.

At this point the Purchase Order can be turned in to the building Administrative Assistant who will enter the order into SchoolsOpen and a TMP# (O) will be assigned. **This is not the Purchase Order number!** The Administrative Assistant will send the Purchase Order Request to the Board Office where it will be approved (P) and a PO# assigned (Q). **An order cannot be placed until it has been approved at the Board Office and assigned a permanent Purchase Order number. DO NOT PLACE AN ORDER USING A TMP NUMBER!** You will be notified if the order was not approved, or is being held for some reason. If you would like to check the status of your order, your building Administrative Assistant can look it up on the computer system. Orders are processed weekly at the Business Office.

**ONSTED COMMUNITY SCHOOLS**  
Purchase Order Request

**ORDERING INFORMATION:**

DAMPLE 3-PLY FORM

Teacher Name: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

(A)

Vendor Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

(B)

TMP# \_\_\_\_\_  
PO# \_\_\_\_\_

(C) (D)

Quantity	Unit of Measure	Item Number	Description of Item	Price Per Unit	Total Amount
1	(D)	(E)	(F)	(G)	(H)
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Subtotal				\$	(I)
Shipping and Handling (if unknown add 10% of subtotal)				\$	(J)
<b>TOTAL</b>				\$	(K)

General Fund: \_\_\_\_\_ Account No. \_\_\_\_\_

Internal Account: \_\_\_\_\_ Account No. \_\_\_\_\_  
Grant: \_\_\_\_\_ Account No. \_\_\_\_\_

(L)

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(N)

Special Instructions: \_\_\_\_\_

(M)

Business Manager Approval: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_

(P)

## **EMPLOYEE REIMBURSEMENT**

Employees will be reimbursed for expenses incurred while attending conferences, purchasing supplies, mileage, etc.

### **CONFERENCE EXPENSE GUIDELINES AND PROCEDURES**

Professional development is necessary and expected for our staff to carry out our Mission and Vision for the District. Employees will be reimbursed for expenses incurred while attending conferences, purchasing supplies, mileage, etc. The District will pay the following expenditures for all approved conferences/workshops. **Staff members are responsible for making the necessary reservations for the conference.**

#### **Travel**

- 1) Use of school vehicle or current IRS rate per mile for personal auto up to 500 miles round trip. School vehicle should be used whenever possible. Contact Beth Berger for school vehicle availability.
- 2) Parking fees

#### **Meals**

- 1) Reasonable cost for meals (**Breakfast up to \$10.00, Lunch up to \$15.00, and Dinner up to \$25.00 per meal not to exceed \$50.00 per day**). This reimbursement is intended to compensate the employee for the extra costs when the employee must eat out. Lunch will be reimbursed for one-day conferences. Breakfast and supper will also be reimbursed when the employee is out of town. The district will not reimburse alcoholic drinks. Itemized receipts are required for reimbursement.
- 2) Tip 15% of meal.

#### **Conference Registration**

- 1) 100% of registration fees will be reimbursed for approved courses/workshops. Staff Request to Attend Conference form (sample attached) must be submitted and approved by your school administrator.
- 2) Staff members will make any reservations that are necessary for attending the conference. If payment in advance is required, a check request must be submitted to the business office.
- 3) Reimbursement of expenses: Upon completion of conference, a Conference and General Expense Reimbursement Form (sample attached), along with receipts, needs to be submitted to the business office after administrative approval.

#### **Lodging**

- 1) 100% of employee's lodging at approved hotel will be reimbursed. Submit copies of receipts, and a reimbursement check will be sent to staff member. Registration will not be provided for spouses.
- 2) Lodging will not be reimbursed for workshops that are within 120 miles unless the conference is for multiple days.

#### **Supplies & Miscellaneous**

Prior approval is necessary to be reimbursed for all classroom and miscellaneous supplies purchased at the conference in excess of \$100. **Sales Tax will not be reimbursed.**

#### **Professional Development**

Section III of the Conference Request form must be completed for all professional development regardless of reimbursement need for teachers in their first three years of teaching. Please submit this form to Nancy Reid at the Board Office throughout the year as professional development occurs.

TMP No.	_____
PO No.	_____
Acct. No.	_____

## Onsted Community Schools Staff Request to Attend Conference

1. Employee is to complete Sections I-V. A separate form is required for each person attending the conference.
2. This form must be submitted to immediate supervisor/principal for approval prior to attending conference.
3. The completed form is to be submitted to Board Office for approval at least 10 days prior to conference date.
4. A copy of the conference registration/information form must be attached to this request.

**SECTION I:**

Name of Person Attending Conference \_\_\_\_\_ Have You Registered? Yes \_\_\_ No \_\_\_

Building/Department \_\_\_\_\_

**SECTION II:**

Conference Title: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Conference Date: \_\_\_\_\_

**SECTION III: Complete this section for Curriculum or Professional Development (check one):**

<input type="checkbox"/> IDP Specified	<input type="checkbox"/> School Improvement Related	<input type="checkbox"/> Mentoring	<input type="checkbox"/> LEA Workshop	<input type="checkbox"/> ISD Workshop	<input type="checkbox"/> IHE Workshop	<input type="checkbox"/> Coursework	<input type="checkbox"/> Center Workshop	<input type="checkbox"/> State or Regional Workshop
Participation in professional development as specified in an Individual Development Plan.	Participation in school or district group related to the School Improvement Plan/Curriculum Development.	Professional development directed to the novice teacher or the mentor teacher.	Professional growth experience sponsored or provided by the local district.	Professional development sponsored or made available by an Intermediate School District.	Workshop sponsored or made available by a college or university.	Coursework taken for credit at an Institution of Higher Education.	Professional development made available by a Math/Science Center.	Participation in state or regional association conference.
Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____	Hours _____

**SECTION IV:**

	<u>Amount Requested</u>	<u>Amount Approved</u>
Registration Cost:	\$ _____	_____
Lodging Cost:	\$ _____	_____
Meal Cost:	\$ _____	_____
Transportation Cost:	\$ _____	_____
Substitute Cost:	\$ _____	_____
Other:	\$ _____	_____
<b>TOTAL COST:</b>	<b>\$ _____</b>	_____

*This section for Board Office use only*

<u>Actual</u>
_____
_____
_____
_____
_____
_____
_____
_____

**SECTION V:**

Signature of Employee \_\_\_\_\_ Date Submitted \_\_\_\_\_

Bldg. Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Acct. No. \_\_\_\_\_

### **CHECK REQUESTS**

Please submit your request **at least one week in advance**. We understand that certain circumstances arise that make the one-week notice difficult, and every effort will be made to try to process your request as soon as possible. Otherwise, checks will be issued during the next upcoming check run.

### **REQUEST FOR TIME OFF**

If you require time off, please obtain a Time Off Request form (sample attached) from your building Administrative Assistant. Once approved by your building administrator or supervisor, return the form to your building Administrative Assistant for processing.

**ONSTED COMMUNITY SCHOOLS  
Request for Time Off**

Directions:

- Advance notification is required.
- Authorization must be granted prior to the absence (except in cases of emergency).
- Staff member requesting an absence must submit completed form to immediate supervisor/principal.

NAME OF PERSON REQUESTING LEAVE \_\_\_\_\_

BUILDING/DEPARTMENT \_\_\_\_\_

LIST DATE(S) YOU WILL BE ABSENT:

_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___

TYPE OF LEAVE REQUESTED:

<input type="checkbox"/> Sick Day	<input type="checkbox"/> School Business
<input type="checkbox"/> Personal Business	<input type="checkbox"/> Jury Duty
<input type="checkbox"/> Vacation Day	<input type="checkbox"/> Bereavement
<input type="checkbox"/> Dock Day	

Reason for Request: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Bldg. Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**ONSTED COMMUNITY SCHOOLS  
Request for Time Off**

Directions:

- Advance notification is required.
- Authorization must be granted prior to the absence (except in cases of emergency).
- Staff member requesting an absence must submit completed form to immediate supervisor/principal.

NAME OF PERSON REQUESTING LEAVE \_\_\_\_\_

BUILDING/DEPARTMENT \_\_\_\_\_

LIST DATE(S) YOU WILL BE ABSENT:

_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___
_____	Full Day___	Half Day___	AM___	PM___

TYPE OF LEAVE REQUESTED:

<input type="checkbox"/> Sick Day	<input type="checkbox"/> School Business
<input type="checkbox"/> Personal Business	<input type="checkbox"/> Jury Duty
<input type="checkbox"/> Vacation Day	<input type="checkbox"/> Bereavement
<input type="checkbox"/> Dock Day	

Reason for Request: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Bldg. Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PACKAGE DELIVERIES / SHIPMENTS**

All school deliveries and shipments will be made from the Board Office. Packages will be delivered to the appropriate building where they will be checked for accuracy, the packing slip pulled, initialed, and sent to the Board Office for payment. Any discrepancies are to be reported to the Board Office.

All packages needing to be shipped will be processed from the Board Office. Please complete a Shipping Procedures Form (available from your building Administrative Assistant and sample attached) and forward it to the Board Office with the package. Please do not send personal packages to the Board Office for shipment. Packages must be packed, sealed and ready for shipment before bringing to the Board Office. You are responsible for calling the vendor to make arrangements for shipping.

PACKAGE SHIPPING INSTRUCTIONS

ALL PACKAGES ARE TO BE SENT TO THE BOARD OFFICE FOR SHIPMENT.

THIS COMPLETED FORM MUST ACCOMPANY THE PACKAGE

PLEASE NOTE: Employee must call the company that the merchandise was ordered from to get approval to return the package. Please complete known information below.

Your Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name – Package Destination:	_____
Address:	_____
	(No P.O. Boxes please)
City:	_____
State & Zip Code	_____

*If item is being returned at the school's expense, complete the following:*

Package contents: \_\_\_\_\_ Value: \$ \_\_\_\_\_  
 Insure Package?  Yes  No  
 Preferred Method of Shipping:  
 UPS \_\_\_\_\_ Airborne Express \_\_\_\_\_ US Mail \_\_\_\_\_ Other \_\_\_\_\_

*If item is being returned at vendor's expense please complete the following:*

Package Contents: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Have you notified the vendor that item is being returned?  Yes  No

Have you been supplied with a return label?  Yes  No

(If yes, please attach label to package according to instructions given to you by the vendor.)

Do we have to arrange for pick up?  Yes  No

Is the vendor arranging to have the package picked up?  Yes  No

Reason item is being returned \_\_\_\_\_

Please enter any special instructions or comments \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Board Office Use Only:	
Package Dimensions: _____	SHIPPING CHARGE \$ _____
Package Weight : _____	

\*See reverse side for instructions to complete this form.



### **SCHEDULING ACTIVITIES**

A Facility Worksheet must be filled out for all activities being held at the school whether school related or personal. These forms may be obtained from your building Administrative Assistant. (Sample of the three-ply form attached.)

After completing the Facility Worksheet, turn it into your supervisor. The supervisor will forward it to the building Administrative Assistant where it will be checked for any conflicting activities and entered on the master calendar. Your supervisor will be notified if your activity was approved, if it needs to be rescheduled due to conflicts, or if a prepaid fee is due. **Prepaid fees are charged for any weekend facility use.**

If you need to check the master calendar, your building Administrative Assistant can look it up for you.

**ONSTED COMMUNITY SCHOOLS FACILITY WORKSHEET**

Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Set-up \_\_\_\_\_

List all Dates \_\_\_\_\_ Year: \_\_\_\_\_

High School	Middle School	Intermediate	Primary
Gym _____	Gym _____	Gym _____	Multi Purpose _____
Loft _____	Balcony _____	Cafeteria _____	Kitchen _____
Cafeteria _____	Stage _____	Kitchen _____	Cafeteria _____
Kitchen _____	Cafeteria _____	K-5 Media _____	K-5 Media _____
Auditeria _____	Kitchen _____	Computer Lab _____	Computer Lab _____
Stage _____	Conference _____	Class Room # _____	Class Room # _____
Media Center _____	Community _____		Latchkey _____
Computer Lab _____	Media Center _____		<b>Board Office</b> _____
Class Room# _____	Class Room # _____		Conference _____

(Note: No Food or Drinks in the Media Centers, No Pop/Juice in the High School Gym)

**FIELDS AVAILABLE FOR USE (CIRCLE ONE)**

#1 (FB/TR)	#2 (BAB)	#3 (SB)	#4 (BAB)	#5 (FB)	#6 (SB)	#7 (OPEN)
#8 (FB)	#9 (SOC)	#10 (SOC)	#11 (TEN)	#12 (OPEN)		

**EQUIPMENT AVAILABLE FOR USE**

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Bleachers \_\_\_\_\_ Cleaning Supplies \_\_\_\_\_ Sound System \_\_\_\_\_ Computer \_\_\_\_\_  
 Data Monitor \_\_\_\_\_ Projection Screen \_\_\_\_\_ Filmstrip Projection. \_\_\_\_\_ LCD Projection. \_\_\_\_\_  
 Slide Projection. \_\_\_\_\_ Television \_\_\_\_\_ Extension Cord \_\_\_\_\_ Coffee Pot \_\_\_\_\_ Warmer \_\_\_\_\_ Other \_\_\_\_\_

**NOTE: Rental fee may apply for facilities and/or equipment.**

Person in Charge: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Wk Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ # of People: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**(OFFICE USE ONLY)**

Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved	
Yes	No

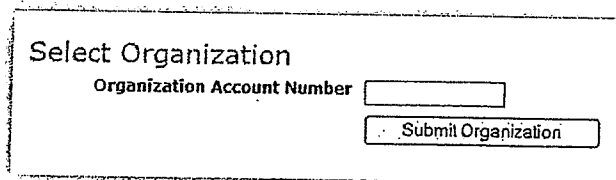
**MAINTENANCE AND IT REQUEST FORMS**

Use School Dude. See attached directions for Maintenance and for IT Requests.

# Onsted Community Schools

## To register as a Requester:

- Open your Internet Browser (Internet Explorer, Netscape etc...) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter or click on **Go**.
- If it is the first time your computer has been to the website, enter the Organization Account Number **804597248** and click **Submit Organization** as prompted.



Select Organization

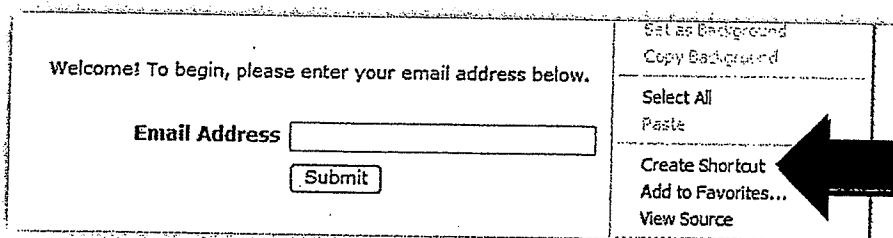
Organization Account Number

You may also copy this link and paste it into the web address window for your browser:

<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=804597248>

This will take you to the MySchoolBuilding sign in page for your organization.

- If you would like, you may either add this page to your favorites or create a shortcut on your desktop. To create a shortcut, find a blank area on the page, click your right mouse button and select **Create Shortcut**. This will add an *icon* on your desktop that you can double click the next time you want to sign in.



Welcome! To begin, please enter your email address below.

Email Address

Right-click context menu options:

- Set as Background
- Copy Background
- Select All
- Paste
- Create Shortcut** (indicated by a large black arrow)
- Add to Favorites...
- View Source

Enter your email and click **Submit**. If you are not already registered as a user, the system will notify you that it cannot find your email address. You will be prompted to either correct your email address or enter your last name if you are a new requester. On the next screen, enter your first name which is required and contact numbers if desired.

On this screen you will see up to date information on your request including the status, work order number and action taken notes. You can click on the gray box with a black dot in it next to any of the information listed in the blue bar to sort all requests in ascending or descending order by that information.

You can also search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. For example, typing keys would pull up any request dealing with keys.

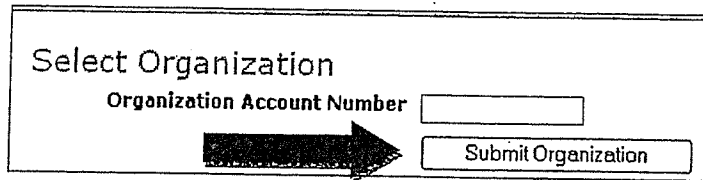
Click on the **Work Request** Tab to input a new request.

## Quick Step Guide for IT Requesters

1. Open your Internet Browser (Internet Explorer, Fire Fox, etc...) and type in [www.myschoolbuilding.com](http://www.myschoolbuilding.com) in the address bar and press Enter on your keyboard or click on **Go**.

*\*If you have logged in before please skip to Step 3.*

2. If it is the first time your computer has been to the website, enter the Organization Account number (804597248) and click **Submit Organization** as prompted.



Select Organization

Organization Account Number

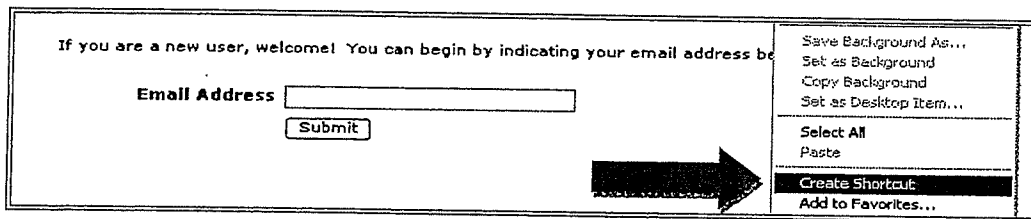
- You may also copy this link and paste it into the web address window:

<https://www.myschoolbuilding.com/myschoolbuilding/itdgateway.asp?acctnum=804597248>

**\*\*TIP:** If you want to add a Shortcut to this webpage for easy access, follow these instructions:

- a. Find a blank area on the next page
- b. **RIGHT** click your mouse
- c. Select **Create Shortcut**.

This will add an **icon** on your desktop that you can double click the next time you want to sign in (allowing you to skip steps one and two).



If you are a new user, welcome! You can begin by indicating your email address be

Email Address

Save Background As...  
Set as Background  
Copy Background  
Set as Desktop Item...  
Select All  
Paste  
Create Shortcut  
Add to Favorites...



3. Enter your email address and click Submit.
4. If a **RED** message pops up noting that it can't find the indicated email address, enter your last name and click Submit. Then enter your first name, on the next page, and click Submit.

## **SAFE SCHOOLS**

### **Annual Instructions for SafeSchools.Com Online Safety Training**

Safety training courses are required to be completed every year by all employees.

How to log on to the online training program:

1. Using your web browser, go to the web page <http://onsted.mi.safeschools.com>. (No “www” is necessary.)
2. To access your assigned training, enter your username, which follows the following google mail format: ***last name.first initial of first name @onstedschools.us***  
For example: John Smith would be ***smith.j@onstedschools.us***

(Please note that there may be a few exceptions to the above login format. If neither your current google mail address nor the above format works, please contact Liz George or Beth Grodi at [george.l@onstedschools.us](mailto:george.l@onstedschools.us) or [grodi.b@onstedschools.us](mailto:grodi.b@onstedschools.us) for your assigned SafeSchools username.)

3. Your assigned course or courses will be listed on your personal SafeSchools home page under “Mandatory Training”. The courses must be completed by October 31st each year, although it is requested that you complete your courses at your earliest convenience.
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. (You will have the option to print out a Certification of Completion once you complete the course, although it is not necessary to do so.) You will be given credit for the course once completed.

If you have any questions or problems with the site, please contact Beth Boughton at (517) 467-2173 or [boughton.b@onstedschools.us](mailto:boughton.b@onstedschools.us)

## **COVID-19 SAFETY PROTOCOL**

### **CLOTH FACIAL COVERINGS**

While on school premises, some people may choose to use a cloth facial covering when sustained close contact with other people is expected.

All cloth facial coverings must be clean, and washed before use each day.

### **HANDWASHING/SANITIZING**

Handwashing and use of hand sanitizer is strongly encouraged.

### **SPACING**

To the extent possible, maintain six feet of spacing between yourself and others.

### **FERPA/HIPAA**

Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).



## **SOCIAL MEDIA POLICY**

In accordance with School Board Policy 7540.04:

An employee's personal or private use of social media, such as Facebook, Twitter, Instagram, blogs, etc., may have unintended consequences.

While the Board respects its employees' First Amendment rights, those rights **do not** include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer.

Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

**ADDITIONAL INFORMATION**

Please contact Anita Strong for information on:

Benefit Continuation Coverage Rights (COBRA)  
Family and Medical Leave Act (FMLA)  
Prescription Drug Coverage and Medicare

Please review attached Board of Education Policies on:

Harassment of Staff or Applicants  
Staff Ethics  
Non-Discrimination and Equal Employment Opportunity  
Drug-Free Workplace  
Work Place Safety  
Staff Network and Internet Acceptable Use and Safety

The school website ([www.onstedschools.us](http://www.onstedschools.us)) is an additional source of information.

## 1 RESPONSIBILITY TO THE PROFESSION

Trust in the educational system depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and others to the same ethical standards.

### A. Demonstrates responsibility to oneself as an ethical professional by:

1. Acknowledging that lack of awareness, knowledge, or understanding of the Code is not, in itself, a defense to a charge of unethical conduct;
2. Knowing and upholding the procedures, policies, laws, and regulations relevant to professional practice regardless of personal views;
3. Holding oneself responsible for ethical conduct;
4. Monitoring and maintaining sound mental, physical, and emotional health necessary to perform duties and services of any professional assignment; and taking appropriate measures when personal or health-related issues may interfere with work-related duties;
5. Refraining from professional or personal activity that may lead to reducing one's effectiveness within the school community;
6. Avoiding the use of one's position for personal gain and avoiding the appearance of impropriety; and
7. Taking responsibility and credit only for work actually performed or produced, and acknowledging the work and contributions made by others.

### B. Fulfills the obligation to address and attempt to resolve ethical issues by:

1. Confronting and taking reasonable steps to resolve conflicts between the Code and the implicit or explicit demands of a person or organization;
2. Maintaining fidelity to the Code by taking proactive steps when having reason to believe that another educator may be approaching or involved in an ethically compromising situation;
3. Neither discriminating nor retaliating against a person on the basis of having made an ethical complaint;
4. Neither filing nor encouraging frivolous ethical complaints solely to harm or retaliate; and
5. Cooperating fully during ethics investigations and proceedings.

### C. Promotes and advances the profession within and beyond the school community by:

1. Influencing and supporting decisions and actions that positively impact teaching and learning, educational leadership and student services;
2. Engaging in respectful discourse regarding issues that impact the profession;
3. Enhancing one's professional effectiveness by staying current with ethical principles and decisions from relevant sources including professional organizations;
4. Actively participating in educational and professional organizations and associations; and
5. Advocating for adequate resources and facilities to ensure equitable opportunities for all students.

---

## **2 RESPONSIBILITY FOR PROFESSIONAL COMPETENCE**

Commitment to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

---

### **A. Demonstrates commitment to high standards of practice through:**

1. Incorporating into one's practice state and national standards, including those specific to one's discipline;
2. Using the Michigan Code of Educational Ethics and other ethics codes unique to one's discipline to guide and frame educational decision-making;
3. Advocating for equitable educational opportunities for all students;
4. Accepting the responsibilities, performing duties and providing services corresponding to the area of certification, licensure, and training of one's position;
5. Reflecting upon and assessing one's professional skills, content knowledge, and competency on an ongoing basis; and
6. Committing to ongoing professional learning.

### **B. Demonstrates responsible use of data, materials, research and assessment by:**

1. Appropriately recognizing others' work by citing data or materials from published, unpublished, or electronic sources when disseminating information;
2. Using developmentally appropriate assessments for the purposes for which they are intended and for which they have been validated to guide educational decisions;
3. Conducting research in an ethical and responsible manner with appropriate permission and supervision;
4. Seeking and using evidence, instructional data, research, and professional knowledge to inform practice;
5. Creating, maintaining, disseminating, storing, retaining and disposing of records and data relating to one's research and practice, in accordance with district policy, state and federal laws; and
6. Using data, data sources, or findings accurately and reliably.

### **C. Acts in the best interest of all students by:**

1. Increasing students' access to the curriculum, activities, and resources in order to provide a quality and equitable educational experience;
2. Working to engage the school community to close achievement, opportunity, and attainment gaps; and
3. Protecting students from any practice that harms or has the potential to harm students.

---

## **3 RESPONSIBILITY TO STUDENTS**

A primary obligation to treat students with dignity and respect, including promoting the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

---

### **A. Respects the rights and dignity of students by:**

1. Respecting students by taking into account their age, gender, culture, setting, and socioeconomic context;
2. Interacting with students with transparency and in appropriate settings;
3. Communicating with students in a clear, respectful, and culturally sensitive manner;
4. Taking into account how appearance and dress can affect one's interactions and relationships with students;
5. Considering the implication of accepting gifts from or giving gifts to students;
6. Engaging in physical contact with students only when there is a clearly defined purpose that benefits the student and continually keeps the safety and well-being of the student in mind;
7. Avoiding multiple relationships with students which might impair objectivity and increase the risk of harm to student learning or well-being or decrease educator effectiveness;
8. Acknowledging that there are no circumstances that allow for engagement in romantic or sexual relationships with students; and
9. Considering the ramifications of entering into an adult relationship of any kind with a former student, including but not limited to, any potential harm to the former student, public perception, and the possible impact on the educator's career. The professional educator ensures that the adult relationship was not started while the former student was in school.

### **B. Demonstrates an ethic of care through:**

1. Seeking to understand students' educational, academic, personal, and social needs as well as students' values, beliefs, and cultural background(s);
2. Respecting the dignity, worth, and uniqueness of each individual student including, but not limited to, actual and perceived gender, gender expression, gender identity, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, socio-economic status, and culture; and
3. Establishing and maintaining an environment that promotes the emotional, intellectual, physical, and sexual safety of all students.

### **C. Maintains student trust and confidentiality when interacting with students in a developmentally appropriate manner and within appropriate limits by:**

1. Respecting the privacy of students and the need to hold in confidence certain forms of student communication, documents, or information obtained in the course of professional practice;
2. Upholding parents'/guardians' legal rights, as well as any legal requirements to reveal information related to legitimate concerns for the well-being of a student; and
3. Protecting the confidentiality of student records and releasing personal data in accordance with prescribed state and federal laws and local policies.

**D. Promotes effective and appropriate relationships with employers by:**

1. Using property, facilities, materials, and resources in accordance with local policies and state and federal laws;
2. Respecting intellectual property ownership rights when sharing materials (e.g. original lesson plans, district level curricula, syllabi, grade books, etc.);
3. Exhibiting personal and professional conduct that is in the best interest of the organization, learning community, school community, and profession; and
4. Considering the implications of offering or accepting gifts and/or preferential treatment by vendors or an individual in a position of professional influence or power.

**E. Understands the problematic nature of multiple relationships by:**

1. Considering the risks that multiple relationships might impair objectivity and increase the likelihood of harm to students' learning and well-being or diminish educator effectiveness;
2. Considering the risks and benefits of a professional relationship with someone with whom the educator has had a past personal relationship and vice versa;
3. Considering the implications and possible ramifications of engaging in a personal or professional relationship with parents and guardians, student teachers, colleagues, and supervisors; and
4. Ensuring that professional responsibilities to paraprofessionals, student teachers or interns do not interfere with responsibilities to students, their learning, and well-being.

**D. Promotes the appropriate use of technology in educational settings by:**

1. Advocating for equal access to technology for all students, especially those historically underserved;
2. Promoting the benefits of and clarifying the limitations of various appropriate technological applications with colleagues, appropriate school personnel, parents, and community members; and
3. Promoting technological applications (a) that are appropriate for students' individual needs, (b) that students understand how to use and (c) that assist and enhance the teaching and learning process.

**Harm:**

The impairment of learning or any potential action which may lead to physical, emotional, psychological, sexual, or intellectual damage to a student or a member of the school community.

**Learning Community:**

A group of educators who work with one another to achieve the shared goals of their school and engage in collaborative professional learning to strengthen practice and increase student results.

**Multiple Relationships:**

Multiple relationships occur when the educator is in a professional role with one or more members of the school community and also has a personal relationship with that person or a member of that person's family. Multiple relationships have the potential to impair objectivity, competence, or effectiveness in performing his or her functions as an educator.

**New Educators:**

New educators include individuals in an educator preparation program or newly employed in the education profession, including paraprofessionals, teachers, administrators, and student support personnel.

**Professional educator:**

A licensed educator who demonstrates the highest standards of ethical and professionally competent practice and is committed to advancing the interests, achievement and well-being of students. The professional educator is also committed to supporting the school community and the education profession.

**Proprietary materials:**

Materials that protected from unauthorized use by copyright or other forms of intellectual property rights.

**Safe environments/Safety and well-being:**

A school setting which promotes the well-being of all members of the school community and is characterized by the absence of physical, psychological, sexual or emotional harm

**School Community:**

This term usually refers to those stakeholders invested in the welfare of a school and its community. A school community includes school administrators, teachers, school staff members, students, their parents and families, school board members and other community members.

**Sensitive Information:**

This includes but is not limited to student information and educational records, including medical or counseling records.

**Student:**

A learner attending a P-12 school.

**Technology:**

Tools, systems, applications and processes that can include, but are not limited to, electronic communications networks such as the internet and electronic devices such as computers, laptops, phones and other hardware/software that deliver text, audio, images, animation, and streaming video.

**Transparency:**

Openness and accountability with respect to one's behaviors, actions and communications as an educator.



Date of Investigative Action Taken: \_\_\_\_\_

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Book	Policy Manual
Section	3000 Professional Staff
Title	ANTI-HARASSMENT
Code	po3362
Status	Active
Adopted	May 19, 2003
Last Revised	December 17, 2018

### 3362 - ANTI-HARASSMENT

#### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

#### **Other Violations of the Anti-Harassment Policy**

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Steve Head  
Superintendent  
517-467-2173  
10109 Slee Rd.  
head.s@onstedschools.us

Liz George  
Board Administrative Assistant  
517-467-2173  
10109 Slee Rd.  
george.l@onstedschools.us

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.



Book	Policy Manual
Section	1000 Administration
Title	ANTI-HARASSMENT
Code	po1662
Status	Active
Adopted	November 18, 2013
Last Revised	December 17, 2018

#### **1662 - ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

##### **Other Violations of the Anti-Harassment Policy**



- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Superintendent  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

Human Resources  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the date of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 8/10/18



Book	Policy Manual
Section	4000 Support Staff
Title	ANTI-HARASSMENT
Code	po4362
Status	Active
Adopted	May 19, 2003
Last Revised	December 17, 2018

#### 4362 - **ANTI-HARASSMENT**

##### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

##### **Other Violations of the Anti-Harassment Policy**

- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Reports and Complaints of Harassing Conduct**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Superintendent  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

Human Resources  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede



As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one of the Compliance Officers; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### **Retaliation**

is otherwise memorialized in other documents;

- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 8/20/07

Revised 5/17/10

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## THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and/or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

NONDISCRIMINATION AND  
EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

**District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

Superintendent  
10109 Slee Road  
Onsted, MI 49263

Human Resources  
10109 Slee Road  
Onsted, MI 49263

517-467-2173

517-467-2173

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on each individual school's web site.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

## Investigation and Complaint Procedure (See Form 3122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

## Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy. (See Policy 8310)

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

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At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.



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## **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

M.C.L. 37.2101 et seq., 37.1101 et seq.  
Fourteenth Amendment, U.S. Constitution  
20 U.S.C. Section 1681, Title IX of Education Amendment Act  
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
34 C.F.R. Part 110 (7/27/93)  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. 2000e et seq., Civil Rights Act of 1964  
29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended  
29 C.F.R. Part 1635

Revised 12/20/10  
Revised 12/17/12  
Revised 6/16/14

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NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES  
(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX)

**Nondiscrimination**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

**Complaint Procedure**

If a person believes that s/he has been discriminated/retaliated against or denied equal opportunity or access to the District's programs, activities or services, including employment opportunities, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following individual(s) is/are designated as the "District's Compliance Officer" (as known as "Civil Rights Coordinators") (hereinafter referred to as the "COs"):

Superintendent  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

Human Resources  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

A person may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

**Internal Complaint Procedures**

Any employee who believes that s/he has been subjected to unlawful discrimination/retaliation may seek resolution of his/her complaint through the procedures described below.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Michigan Civil Rights Commission ("MCRC") or Equal Employment Opportunity Commission ("EEOC").

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. As part of the investigation, the CO will:

- A. interview the Complainant;
- B. interview the Respondent;
- C. interview any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consider any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent will either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

**[OPTION #1]**

The decision of the Superintendent shall be final.

**OR**

**[OPTION #2]**

A Complainant or Respondent who is dissatisfied with the Superintendent's final decision may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. At the Board's discretion and as may be appropriate to the circumstances, the Board may meet separately with each of the concerned parties. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

# policy

BOARD OF EDUCATION  
ONSTED COMMUNITY SCHOOLS

PROFESSIONAL STAFF  
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## DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

P.L. 101-126  
Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.  
20 U.S.C. 3224A

3. Behavior that includes physical assault, with or without weapons behavior that a reasonable person would interpret as being violent, (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm.
4. Behavior(s), which create incidents that, are stressful or traumatic that interferes with an individual's or group of individual's ability to effectively function in his/her educational or work environment.

**B. Reporting:**

When appropriate, complaints under this policy may be reported to the local law enforcement agencies, by the Board's administrative representatives. All reports or complaints under this policy will be investigated and include confidentiality where appropriate. Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to the Superintendent for disposition. Some behaviors may also be prohibited under criminal law, and where appropriate, the Superintendent will report such cases to the proper authorities and shall inform the Board of such report(s).

Counseling for staff may be available through the EAP for both the victim and any others within the School District affected by a violent traumatic incident.

**C. Protective Orders:**

Members of the staff who have obtained a protective order should supply a copy of the order to the Superintendent. Other parties may also be informed when deemed necessary for the safety of the School District personnel.

**D. Discipline/Corrective Steps:**

Staff who violate this policy may be subject to discipline up to and including discharge.

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

### **Sexual Violence**

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Superintendent  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

Human Resources  
10109 Slee Road  
Onsted, MI 49263  
517-467-2173

however, take other action to address the sexual violence. This may include increased monitoring and security, offering schedule changes, and conducting climate surveys.

If the Compliance Officer/designee determines that the District must disclose the student's identity to an alleged perpetrator, s/he will inform the student and his/her parents prior to disclosure. The District will then afford interim protection measures to the student as appropriate.

### **Investigation**

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely than not that sexual violence occurred.

### **Timeline**

The Compliance Officer/designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

### **Interim Measures**

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: 1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; 2) allowing the complainant to change his/her academic, extracurricular, transportation, dining, and working situation as appropriate; and 3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

### **Training**

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained on how to conduct such investigations and respond properly to such charges.

### **Retention of Investigatory Records and Materials**

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its



Legal

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 1983

34 C.F.R. Part 106

Dear Colleague Letter on Sexual Violence (Office for Civil Rights, 2011)

OCR's Revised Sexual Harassment Guidance (2001)

First, and foremost, the Board may not be able to technologically limit access to services through its Education Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

# policy

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With prior approval from the Superintendent or Technology Director, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this policy and its accompanying guidelines.

### Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.